

JOB DESCRIPTION

Title: BUILDING MAINTENANCE TECHNICIAN

Department: City-wide Class Code: 7175

FLSA Status: Non-Exempt

Effective Date: April 1, 1986 (Rev. 07/2005)

Grade Number: 15

GENERAL PURPOSE

Performs variety of skilled duties in one or more of the building trades, such as painting, carpentry, minor electrical, cement masonry, dry wall or other recognized crafts for the purpose of maintaining, repairing or remodeling city owned and operated buildings and facilities, to include H.V.A.C. and other mechanical systems.

EXAMPLE OF DUTIES

- *__ Constructs and repairs structural woodwork and equipment; works from blueprints, drawings, or oral instructions.
- *__ Builds, repairs, and installs counters, cabinets, benches, partitions, floors, doors, building framework, and trim; uses carpenter's hand tools and power tools.
- Installs glass in windows, doors, and partitions; replaces damaged ceiling tile, floor tile, and sheet plastic wall coverings.
- Prepares and paints walls and woodwork or performs other types of refinish; installs or repairs carpet; performs custodial duties as required.
- Assists as directed in the operation and maintenance of mechanical systems, such as: plumbing, heating, ventilating, air conditioning, steam system, automatic temperature control, electrical; pool filtration and ozone system, operates snow plow or blower or other similar equipment as needed.
- May recommend purchases, cost savings measures, and assists with the development of the budget; may be responsible for inventory control.
- May hire, train and supervise temporary employees and volunteers; may schedule the workloads of custodial staff and perform custodial duties when required; may oversee contracted janitorial services.

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- -- May perform preventive maintenance on sports equipment, treadmills, weight machines, etc; maintains accurate records of preventative maintenance schedules, and MSDS sheets.
- -- May be responsible for maintaining equipment warranties and maintenance agreements for machinery and equipment within the center.
- -- May oversee the general two week shutdown of the facility each year for cleaning and maintenance.
- -- May perform weekly safety checks throughout the facility to ensure a safe and clean environment for the patrons of the facility and to eliminate all hazards.
- -- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

-- Graduation from High School plus four (4) years of related employment in the building trades, or any equivalent combination of education and/or experience.

Special Requirements

- -- Certification of Journey Level carpentry skills, desired.
- -- Must have a valid Utah Driver's License.
- -- May be required to obtain a Certified Pool Operator license within three months of employment.

Necessary Knowledge, Skills and Abilities

- Considerable knowledge of construction practices and procedures; considerable knowledge of maintenance and repair work; considerable knowledge of rough and finished carpentry techniques; considerable knowledge of carpentry supplies, equipment and their use; considerable knowledge of lumber grades and types and their adaptability to various uses; considerable knowledge of modern methods and techniques of building construction and construction materials; considerable knowledge of preparing walls and woodwork for various types of refinishing; thorough knowledge of proper safety techniques and procedures.
- -- Skill in the operation of a variety of hand tools and equipment common to the building trades and/or H.V.A.C., filtration systems, etc.

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-- Ability to follow written and verbal instructions; ability to communicate, both verbally and in writing; ability to work with co-workers and the public.

TOOLS & EQUIPMENT

-- Various hand and power tools, pager.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- -- While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand; walk; talk or hear; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl.
- -- The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-- Work is performed primarily in a construction, maintenance setting. The noise level in the work environment is usually loud.

DEPT/DIVISION APPROVED BY: _	DATE:
EMPLOYEE'S SIGNATURE:	DATE:
H. R. DEPT. APPROVED BY:	DATE:
*Essential functions of the job.	